



REQUEST FOR QUOTATION (RFQ) FOR LEASE OF VENUE
(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ Agency:

QUOTATION NO.: 320

DATE: APR 12 2024

Name of Business:

P.R. NO.: 2024-04-630

Address:

ABC: Php 149,000.00

Email Address:

Telephone No.:

FUND SOURCE: 911 Landslide R&D Project

The Benguet State University through its Bids and Awards Committee will undertake NEGOTIATED PROCUREMENT - LEASE OF VENUE for the activity/ies listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Price validity shall be for a period of 30 calendar days.
- Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
- Deadline of submission of quotation is on or before 5:00 PM of April 17 2024 Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (procurement@bsu.edu.ph)
- The item/s shall be procured by: a) line item; b) lot; c) sub-lot
- All required equipment/paraphernalia must be available before the start of the activity.
- The offer shall be rated on the following factors with a total rating of at least 90%:

Rating Factors	Rating
I. Availability	50%
II. Location and Site Condition	15%
III. Neighborhood Data	0%
IV. Venue	35%
Factor Value	100%

Business Permit Number: _____, date of issue: _____, place of issue: _____

8. _____, (If renewal of Business Permit is still on process, please indicate OR No: _____, date of OR : _____ for the payment of renewal).

9. PhilGEPS Registration Number: _____

SAMUEL S. POLIDEN
 Chairperson, BAC (Goods & Services)

College/Dept./Office: Center for Geoinformatics

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1	LOT	Unleashing Your Paper Potential in the International Arena: A write-shop Workshop Activity I. Availability - 50% Available on April 24 - 26, 2024 II. Location and Site Condition - 15% Accessibility: Within La Union (10%) Parking Spaces: Free parking space reserved or near venue (5%) III. Venue - 35% A. Functionality A.1 Available one (1) air-conditioned function/meeting room: (5%) - Scheduled from 8:30 AM - 7:00 PM on April 24-26, 2024 - Banquet-like setup for 15 pax with near power source for the Secretariat A.2 Accommodation/Rooms: (5%) - Subject to availability of twin sharing rooms for 3 days nad 2 nights (15 pax) - Inclusive of breakfast A.3 Lighting, ventilation, and airconditioning: (5%) Lighting: With natural lighting/fluorescent lights. Ventilation and airconditioning: With mechanical ventilation such as fans and airconditioners either installed directly on walls, or installed in air ducts for supplying air into or exhausting air from the room. B. Facilities: B.1 Internet and Telecommunications: (5%) - Free use of WiFi within the vicinity of the venue. B.2 Audio vsual equipment ammenities: (5%) - with atleast two or more microphones (wireless), speakers projector & screen, waived electricity charges for use of laptops and projectors, extension cord C. Other requirements C.1 Maintenance: (3%) - Provision of janitorial and maintenance services C.2 Security: (2%) - Adequate security services 24/7			149,000.00		

		<p>D. Catering Services: (5%) with overflowing coffee and water</p> <p>Arrival Day: April 24, 2024</p> <p>15 pax - Lunch (1 sinigang na pork, 1 calamares, 1 chopseuy, 1 beverage mango juice and banana)</p> <p>15 pax - PM Snack (spaghetti, 1 bottled coke)</p> <p>15 pax - Dinner (1 chicken inasal, 1 sinigang na bangus, 1 sayote tops, and watermelon)</p> <p>Activity Proper: April 25, 2024</p> <p>15 pax - Breakfast (1 bacon/pork tapa, 1 luncheon meat, 1 kamote tops, and 1 beverage and melon)</p> <p>15 pax - AM snack (pansit, 1 buko juice)</p> <p>15 pax - Lunch (1 pork giniling, 1 sinigang na hipon, 1 fried talong, 1 cucumber juice and honeydew)</p> <p>15 pax - PM Snack (ginataang bilo-bilo, 1 bottled water)</p> <p>15 pax - Dinner (1 buttered garlic chicken, 1 adobong pusit, 1 chopseuy, 1 bottled water and pineapple)</p> <p>Activity Proper: April 26, 2024</p> <p>15 pax - Breakfast (1 hotdog, 1 tocino/tinapa, 1 tortang patatas, and with soup, and 1 melon juice and banana)</p> <p>15 pax - AM snack (ham and egg sandwich, 1 bottled juice)</p> <p>15 pax - Lunch (1 porckchop, 1 seafood/fish, 1 veg, 1 beverage and dessert)</p> <p>15 pax - PM Snack (macaroni salad, 1 bottled water)</p>				
		TOTAL				149,000.00
		XXXXXXXXXXXX				

Counter offers:

Delivery Period: _____

Warranty: _____

Price Validity: _____

We hereby submit our quotations, accept the general conditions for the above items and be bound by our offer.

Signature over Printed Name

Date and Time of Receipt of RFQ

Revised: 9/19/2022

RFQ 326